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*Office Memorandum*

UNITED STATES GOVERNMENT

TO : Chief, Classification & Wage Administration Div. DATE: 18 May 1953  
ATTN : Mr. [REDACTED]  
FROM : Chief, Administrative Support Division  
SUBJECT: Request for Desk Audit of Position

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1. It is requested that the position GS-318 S-13 of the Medical Office be desk audited to determine whether or not the grade presently assigned to the position is adequate.

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2. This position which is that of Secretary to [REDACTED] Chief, Technical Service Division, is now occupied by [REDACTED] indicates that the duties of this position have increased to such an extent that a higher grade is warranted.

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3. Miss [REDACTED] description of her duties is attached.

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MO/WBW/pjg (15 May '53)

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